

STATE OF CALIFORNIA
OFFICE OF THE ADJUTANT GENERAL
9800 Goethe Road
P.O. Box 269101
Sacramento, California 95826-9101

CA ARNG Regulation
No. 210-1

4 March 1994

Installations
ARMORY MANAGEMENT

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*This regulation supersedes CAL ARNGR 210-1, dated 1 December 1991.

1. **PURPOSE.** This regulation addresses the responsibilities of The Adjutant General, the Director of Facilities Engineering and Armory Commanders relative to the management of armories, and updates the Armory Rules (Appendix A).

2. **RESPONSIBILITIES.** a. The Adjutant General is responsible for all armories and other facilities under his jurisdiction pursuant to the provisions of Section 431, Military and Veterans Code.

b. The Director of Facilities Engineering, through Chief, Armory Management Branch, is responsible for the armory maintenance program, publication of facilities management policy, and allocation of armory maintenance personnel positions.

c. Area Coordinators are the field representatives of the Armory Management Branch. Vested authority is delegated to Area Coordinators for the management of assigned facilities (Appendix B) and they are responsible for accomplishing the following actions:

(1) Ensure compliance with facilities management policy and procedures published by this headquarters.

(2) Inspect assigned facilities semi-annually to determine the quality of cleanliness, order, maintenance and security; provide the Commander a copy of the inspection checklist (Appendix C).

(3) Perform state property audits annually and assist with the acquisition and disposal of state property.

(4) Recommend the programming of maintenance, alterations and repairs of assigned facilities.

(5) Maintaining an accurate Backlog of Maintenance and Repairs required for each armory.

(6) Perform duties of Contracting Officer's Representative for construction and maintenance projects.

(7) Oversee Armory Closure procedures.

d. The Senior Army National Guard Commander assigned to each armory is the designated Armory Commander and is responsible for the following:

(1) Cleanliness and maintenance of the armory as specified in Appendix D.

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(2) Preparation and publication of an Armory Cleaning and Maintenance Plan outlining maintenance responsibilities (Appendix E).

(3) Preparing and maintaining a file of work requests for repairs and maintenance beyond the capability of armory personnel.

(4) Order and neatness of all areas of the armory.

(5) Correction of deficiencies identified on the armory inspection checklist.

(6) Units having organic MTOE food service capability will utilize field kitchen equipment to the maximum extent possible as specified in CA ARNG Suppl 1 to NGR 30-1. When armory kitchen equipment must be used, it will be thoroughly cleaned by unit personnel prior to conclusion of training.

(7) Enforcement of the armory rules and regulations; insuring the following are posted on the bulletin board.

(a) California State Police - Emergency Plan Poster (CSP Form 57.1, rev. 1/91) can be obtained from OTAG, ATTN: CASS. Post this form and a block diagram showing evacuation routes, fire extinguishers, and first aid equipment on the armory bulletin board. Additionally, forward a copy to OTAG, ATTN: CAPO-S.

(b) State of California Notice to State Employees (Std 621, rev. 12/92), which can be obtained from OTAG, ATTN: CASS. Post this notice on the armory bulletin board.

(c) What a Federal Employee Should Do When Injured at Work (Form CA-10, rev. 8/87), which can be obtained from OTAG, ATTN: CASP-ES. Post this notice on the armory bulletin board.

(8) Insure the Intrusion Detection System (IDS) for each vault is operating properly.

e. The Installation Commanders of Camp Roberts, Camp San Luis Obispo and Los Alamitos Armed Forces Reserve Center are responsible for the management of their respective posts.

3. **POLICIES.** a. Conservation of Resources. It is essential that a maximum effort be made to conserve all resources by adhering to the rules at Appendix F.

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b. Unit Signs.

(1) Units are encouraged to display a unit sign in front of the armory; signs must present a favorable image of the California Army National Guard at all times.

(2) A single sign will be used for multiple unit armories, listing all units housed therein. Forward exceptions to this policy through the Area Coordinator to CAFE-AM.

c. Security.

(1) Weapons, ammunition and explosives will be provided physical security in accordance with CA ARNGR 190-11.

(2) All other federal property will be provided physical security in accordance with AR 190-51.

d. Armory Space Allocation.

(1) Administrative, headquarters and special unit space will be allocated on a proportional space availability basis in accordance with National Guard Bureau construction criteria. Space allocations problems that cannot be resolved at the local level will be referred through the Area Coordinator to OTAG, ATTN: CAFE.

(2) Organizational Commanders and full-time employees will be provided office space on a first priority basis.

(3) The former armory custodian's office will be used to secure State supplies and equipment.

(4) Commanders are responsible for arranging common use areas for supporting State Military Reserve Units. Common use areas are the assembly hall, learning center, classrooms and restrooms. Priority commitment of these areas will be given to assigned National Guard units. Shared space in administrative areas may be made available to the extent it does not conflict with unit mission requirements. Keys for exterior armory doors and common use areas may be issued to the State Military Reserve Commander.

e. Memorials.

(1) The Commander may recommend, through CAFE to The Adjutant General the placing of a memorial plaque in the armory for a deceased individual who distinguished him/herself in community, State or Federal service. Details will be provided justifying the individual selected, to include local military, civic and

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governmental endorsement of the recommendations. The armory will not be commemorated for a living person. In considering such memorials, priority will be given to:

(a) Members of the CA ARNG killed in active Federal or State service.

(b) Former members of the State Military Forces.

(c) Former members of other services.

(d) Local citizens.

(2) Any memorial plaque installed shall be at no cost to the State and will normally not constitute the renaming or memorialization of the armory.

4. PROCEDURES. a. Maintenance Support.

(1) Maintenance support or assistance beyond the capability of unit personnel will be requested from the Area Coordinator. Alterations may not be undertaken by unit or armory personnel without prior written approval of the Area Coordinator and this headquarters.

(2) The Armory Commander is responsible for identifying needed repairs/construction required to make the armory a safe, pleasant, and productive workplace for the M-day troops as well as full time personnel. As requirements are identified, an appropriate Work Request should be completed and submitted to the Area Coordinator.

(3) Work requests are to be submitted in the format at Appendix G. The Armory Commander should be as concise as possible in identifying the requirements on the form. Sketches should be used to insure understanding, they need not be to scale. Appropriate dimensions should include the use of annotated floor and plot plans that are found in armory management binder.

(4) To the extent possible, a cost estimate should be included with the request; Area Coordinators can assist.

(5) Armory Commanders are required to maintain a log of all work requests submitted to the Area Coordinator, together with a copy of each request. This log may be reviewed with the Area Coordinator during his periodic visits to determine current status/programming priority.

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(6) Armories seeking agreements with community agencies for use of no-cost labor i.e. the work release program to assist with maintenance will follow the guidelines at Appendix I.

b. Emergency Repairs/Procurement.

(1) Emergencies are those situations which effect immediate threat of substantial damage or injury to persons committed to the Department's care, to employees of the agency, to members of the general public or property for which the Department is responsible. Examples include:

- Gas line break or leakage
- Sewer line stoppage
- Failure of doors to close securely
- Breach in Military Vehicle Compound fence
- Severe roof leakage

(2) The following information is required to file an Emergency Procurement Request (Appendix H):

(a) A brief description of the problem, and justification for treating the problem as an emergency.

(b) Name, address, phone number and POC of contractor or vendor capable of making the necessary repairs (Area Coordinator may be able to provide name of local vendor).

(c) Estimated cost breakdown (provided by vendor).

(1) Materials

(2) Tax

(3) Labor (service/repairs - 2 bids are required for repairs under \$999. Three (3) bids are required for orders over \$1,000, if a true emergency exists. The number of bids required is based on the entire order.

(d) A Drug-Free Certification must be obtained from the vendor. See Appendix M.

(3) Contact the Area Coordinator and provide the necessary information.

(4) If the Area Coordinator is not available, emergency procurement requests may be directed to Facilities Engineering, OTAG, commercial (916) 854-3514 or DSN 466-3514.

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(5) For IDT periods, contact the OTAG Staff Duty Officer, commercial (916) 854-3440 or DSN 466-3440.

c. Armory Licensing (CA ARNGR 210-2).

d. Armory Discretionary Improvement Fund (CA ARNGR 210-11).

e. State Property/Supplies

(1) Each Armory Commander shall appoint a State Property Custodian who will be the point of contact for State Property and Supply activities.

(2) Janitorial and maintenance supply orders shall be submitted in accordance with the Janitorial/Maintenance Supply System (Appendix J).

(3) State property accounting shall be in accordance with CA ARNGR 735-3 and CA ARNGR 735-10.

(4) The Armory Commander is responsible for insuring secure and well organized storage of state equipment and supplies.

(5) OMS's and AASF's will obtain their janitorial and Armory maintenance supplies from the nearest Armory. Exceptions to this policy must be approved by CAFE-AM.

f. Mobilization and Armory Closure.

(1) In the event a unit is mobilized, the procedures outlined of Appendix K will be followed as part of the unit's preparation for movement to a mobilization station or direct deployment.

(2) When the Adjutant General has determined that an armory is no longer required, or it becomes known that an armory lease will not be renewed, the procedures outlined at Appendix L will be followed.

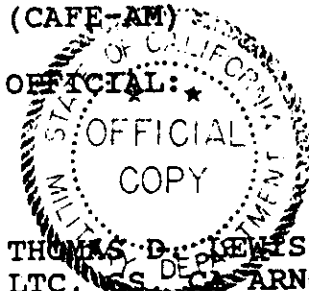
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BY ORDER OF THE GOVERNOR:

(CAFE-AM)

OFFICIAL:



THOMAS D. LEWIS
LTC, US ARNG
Director of Information Management

TANDY K. BOZEMAN
Major General
The Adjutant General

DISTRIBUTION:
Army - A

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APPENDIX A

ARMORY RULES

- A-1. The armory will be maintained in a clean, orderly and secure manner.
- A-2. The national colors and state flag will be displayed during normal duty hours and on weekends and holidays when National Guard units are training at the armory. They will be properly folded and stored when not displayed.
- A-3. Alcoholic beverages other than beer and wine will not be permitted at the armory unless authorized by a General Officer in conjunction with a licensed function. Commanders are authorized to permit the consumption of beer and wine but not the sale of alcoholic beverages.
- A-4. The armory will not be used for the quartering of personnel except when such personnel are participating in authorized, scheduled training. Either a smoke detector or fireguard is required for sleeping areas.
- A-5. Personal property used at the armory will be marked "PERSONAL PROPERTY OF (owner's name)" to preclude being mistaken for state or federal property. No state or federal funds are authorized for the maintenance or repair of personal property. The State and Federal Governments are not responsible for personal property in the armory.
- A-6. Thermostats will be set at 68 degrees for heating and 78 degrees for cooling.
- A-7. Smoking is prohibited in Army National Guard Armories at all times (including licensed activities).
- A-8. The first person to discover a fire will sound the alarm, notify the fire department and attempt to extinguish it with the assistance of available personnel. Fire fighting equipment will be visually inspected monthly by armory personnel and annually by the Area Maintenance Mechanic or Installation Commander's representative. Unit monthly fire extinguisher inspections must be annotated on fire extinguisher tags.
- A-9. POL sheds have been provided for the storage of flammable or combustible materials. Flammable or combustible liquids must be stored in their original closed container; in one gallon closed

APPENDIX A (continued)

plastic or metal containers; two gallon safety cans; or five gallon screw-top issue containers. These closed containers must be stored within the vented POL sheds. Not more than sixty gallons of flammable or combustible liquids to include no more than ten gallons of gasoline for lawn mower or mess may be stored in one POL shed. Sufficient space will be reserved for the storage of gas powered equipment issued to the armory for grounds maintenance. POL sheds must be located at least twenty feet from other structures and may not contain any electrical fixtures. "Flammable - Keep Fire Away" and "No Smoking" signs must be posted on the exterior of POL sheds.

A-10. At the Armory, the storage of extra fuel in cans on military vehicles is prohibited due to explosive fire hazard and exposure to theft.

A-11. Vehicles may not normally be stored in armory assembly halls in view of the inherent explosion, fire and carbon monoxide hazards. Military vehicles with weather sensitive or high-cost equipment that is subject to theft may be stored inside armory assembly halls provided the floor is protected from oil drippings, reasonable measures are taken to minimize safety hazards and the storage has been approved by the Area Coordinator.

A-12. Fire exit lights will be turned on during hours of darkness, when facility is occupied.

A-13. Available exterior security lighting may be turned on during hours of darkness if authorized by CA ARNG Circular or to protect privately owned vehicles and state or federal property during training assemblies.

A-14. Exterior doors and windows will be checked at the end of each duty day to ensure that they are properly secured.

A-15. Threats or acts of violence will be immediately reported to CAPO.

A-16. The Armory Commander will give a tour of the armory to each new full-time employee the first week of employment. The tour will include emergency instruction on how to shut off fuel lines, natural gas supply, electrical service and water service. In addition, procedures of designating an individual to direct emergency response vehicles from the public road to an emergency site will also be briefed. These same instructions will be reiterated every January and June to all full-time personnel.

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APPENDIX B

AREA COORDINATOR AREAS

AREA I

AC--LTC Davis
(916) 854-3060

Auburn Armory
Benicia Armory
Chico Armory
Eureka Armory
Fairfield Armory
Healdsburg Armory
Lakeport Armory
Mount Shasta Armory
Napa Armory
Nevada City Armory
Oroville Armory
Petaluma Armory
Placerville Armory
Quincy Armory
Red Bluff Armory
Redding Armory
Roseville Armory
Sacramento
Arden Way Armory
58th Street Armory
Fulton Avenue Armory
Mather AFB Armory
Meadowview Road Armory
San Rafael Armory
Santa Rosa Armory
Susanville Armory
Vallejo Armory
Willows Armory
Woodland Armory
Yreka Armory
Yuba City Armory

Benicia OMS
Eureka OMS
Oroville OMS
Red Bluff OMS
Sacramento
58th Street OMS
Depot Street OMS
Mather AFB AAFS
Meadowview Road OMS
Santa Rosa OMS

AREA II

AC--LTC Hodgson
(209) 982-0395

Alameda Armory
Columbia Armory
Concord Armory
Gilroy Armory
Hollister Armory
Lodi Armory
Merced Armory
Modesto Armory
Monterey Armory
Oakdale Armory
Parks RFTA Armory
Pittsburg Armory
Redwood City Armory
Richmond Armory
Salinas Armory
San Bruno Armory
San Francisco Armory
San Jose
Medding Street Armory
Second Street Armory
San Lorenzo Armory
San Mateo Armory
Santa Cruz Armory
Stockton Armory
Sunnyvale Armory
Turlock Armory
Walnut Creek Armory
Watsonville Armory

Lathrop Class IX
Modesto OMS
Oakdale Rifle Range
Pittsburg OMS
Richmond OMS
Salinas OMS
San Francisco OMS
San Jose OMS
San Lorenzo OMS
San Mateo OMS
Stockton
AAAF
Class IX
CSMS
OMS

AREA III

AC--COL (R) Lockwood
(209) 445-5350

Atascadero Armory
Azusa Armory
Bakersfield Armory
Burbank Armory
Delano Armory
Fresno
Chance Avenue Armory
Dakota Street Armory
Shields Avenue Armory
Glendale Armory
Hanford Armory
Los Angeles-Bridewell
Madera Armory
Monrovia Armory
Oxnard Armory
Palmdale Armory
Porterville Armory
Reading Armory
Santa Barbara Armory
Santa Maria Armory
Sylmar Armory
Tulare Armory
Van Nuys Armory
Ventura Armory
Visalia Armory

Bakersfield OMS
Burbank OMS
Fresno
AAFA/AVCRAD
Chance Avenue OMS
Shields Avenue OMS
Glendale OMS
Santa Barbara OMS

AREA IV

AC--COL (R) Williams
(310) 590-5996

Apple Valley Armory
Banning Armory
Barstow Armory
Bell Armory
Brawley Armory
Calexico Armory
Colton Armory
Compton
Alameda Street Armory
Parnalee Avenue Armory
Corona Armory
Culver City Armory
El Cajon Armory
El Centro Armory
Escondido Armory
Fullerton Armory
Gardena Armory
Indio Armory
Inglewood Armory
Long Beach
Redondo Street Armory
Seventh Street Armory
Spring Street Armory
Los Angeles-Federal Ave. Armory
Lynwood Armory
Manhattan Beach Armory
Montebello Armory
National City Armory
Ontario Armory
Orange Armory
Pomona Armory
Redlands Armory
Riverside Armory
San Bernardino Armory
San Diego Armory
San Pedro Armory
Santa Ana Armory
Torrance Armory
Vista Armory

Barstow OMS
Bell OMS
Compton
Parnalee Avenue OMS
El Centro OMS
Fort Irvin MATES
Inglewood OMS
Long Beach
Redondo Avenue OMS
Redondo Avenue Class IX
Stearns Street CSMS
Los Angeles OMS
Manhattan Beach OMS
National City OMS
Ontario OMS
Riverside OMS
San Diego OMS
Santa Ana OMS

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APPENDIX C INSPECTION CHECKLIST

ARMORY LOCATION: _____
FUNCTIONAL AREA: FACILITIES

DATE: _____

AREA INSPECTED	FINDING	OVERALL FINDING					
		DATE					
		LAST INSPECT					
	THIS INSPECT						
		GO CONSIDERABLE	GO WITHOUT DEFICIENCY	GO WITH DEFICIENCY	NO GO COMMAND ACTION	NO GO HIGHER COMMAND ACTION	NOT APP NOT INSP (NA/NI)
1. Does the armory present a favorable initial impression? REF: CA ARNG 210-1, Para 3d	<u>Last Inspection</u>	_____	_____	_____	_____	_____	_____
2. Are the national colors and state flag properly displayed and in serviceable condition? REF: CA ARNG 210-1, App A	<u>Last Inspection</u>	_____	_____	_____	_____	_____	_____
3. Has the lawn been recently mowed and trimmed? REF: CA ARNG 210-1, Para 3d	<u>Last Inspection</u>	_____	_____	_____	_____	_____	_____
4. Have shrubs and trees been properly pruned? REF: CA ARNG 210-1, Para 3d	<u>Last Inspection</u>	_____	_____	_____	_____	_____	_____
5. Have flower beds been properly trimmed, weeded, and policed? REF: CA ARNG 210-1, Para 3d	<u>Last Inspection</u>	_____	_____	_____	_____	_____	_____
6. Are parking areas properly policed? REF: CA ARNG 210-1, Para 3d	<u>Last Inspection</u>	_____	_____	_____	_____	_____	_____
7. Are fences secure and in good state of repair? REF: CA ARNG 210-1, App B	<u>Last Inspection</u>	_____	_____	_____	_____	_____	_____
8. Is an armory sign present and does it present a favorable image? REF: CA ARNG 210-1, Para 4b	<u>Last Inspection</u>	_____	_____	_____	_____	_____	_____

APPENDIX C (continued)

FUNCTIONAL AREA: FACILITIES
CHECKLIST:

LOCATION: _____ DATE: _____

AREA INSPECTED	FINDING	GO COMMEND ABLE	GO WITHOUT DEFI- ENCY	GO WITH DEFI- CIENCY	NO GO COMMAND ACTION	NO GO HIGHER COMMAND ACTION	NOT APP NOT INSP (NA/NI)
9. Are IDS warning notices and emergency notifications posted? REF: CA ARNG 190-11	<u>Last Inspection</u>	_____	_____	_____	_____	_____	_____
10. Are walls clean and is paint in good condition? REF: CA ARNG 210-1, Para 3d	<u>Last Inspection</u>	_____	_____	_____	_____	_____	_____
11. Are windows clean and unbroken? REF: CA ARNG 210-1, Para 3d	<u>Last Inspection</u>	_____	_____	_____	_____	_____	_____
12. Are flammable and combustible materials stored and secured properly? REF: CA ARNG 210-1, App A	<u>Last Inspection</u>	_____	_____	_____	_____	_____	_____
13. Are fire lights operational? REF: CA ARNG 210-1, App A	<u>Last Inspection</u>	_____	_____	_____	_____	_____	_____
14. Does the interior of the armory present a favorable first impression? REF: CA ARNG 210-1, Para 3d	<u>Last Inspection</u>	_____	_____	_____	_____	_____	_____
15. Are chain of command photos present and current? REF: None	<u>Last Inspection</u>	_____	_____	_____	_____	_____	_____
16. Are floors clean REF: CA ARNG 210-1, Para 3d	<u>Last Inspection</u>	_____	_____	_____	_____	_____	_____

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FUNCTIONAL AREA: FACILITIES
CHECKLIST:

LOCATION: _____ DATE: _____

AREA INSPECTED	FINDING	GO CONGRU- ABLE	GO WITHOUT DEFI- ENCY	GO WITH DEFI- CIENCY	NO GO COMMAND ACTION	NO GO HIGHER COMMAND ACTION	NOT APP NOT INSP (NA/NI)
17. Are latrines clean and stocked with paper products? REF: CA ARNG 210-1, Para 3d	<u>Last Inspection</u>	_____	_____	_____	_____	_____	_____
18. Are storage facilities for the securing of state property and equipment adequate, well organized and neat? REF: CA ARNG 210-1, Para 5e	<u>Last Inspection</u>	_____	_____	_____	_____	_____	_____
19. Are kitchen cabinets clean and free of excess food stuffs and other items? REF: CA ARNG 210-1, Para 3d	<u>Last Inspection</u>	_____	_____	_____	_____	_____	_____
20. Is kitchen stove clean and serviceable? REF: CA ARNG 210-1, Para 3d	<u>Last Inspection</u>	_____	_____	_____	_____	_____	_____
21. Is kitchen refrigerator clean and free of excess food stuffs? REF: CA ARNG 210-1, Para 3d	<u>Last Inspection</u>	_____	_____	_____	_____	_____	_____
22. Are all rooms maintained in a clean and orderly manner? REF: CA ARNG 210-1, Para 3d	<u>Last Inspection</u>	_____	_____	_____	_____	_____	_____

APPENDIX C (continued)

FUNCTIONAL AREA: FACILITIES
CHECKLIST:

LOCATION: _____ DATE: _____

AREA INSPECTED	FINDING	GO COMMEND ABLE	GO WITHOUT DEFI- ENCY	GO WITH DEFI- CIENCY	NO GO COMMAND ACTION	NO GO HIGHER COMMAND ACTION	NOT APP NOT INSP (NA/WI)
23. Is state furniture and equipment properly secured and maintained? REF: CA ARNG 210-1, Para 5	<u>Last Inspection</u>	_____	_____	_____	_____	_____	_____
24. Do light works? REF: CA ARNG 210-1, Para 3d	<u>Last Inspection</u>	_____	_____	_____	_____	_____	_____
25. Does plumbing work? REF: CA ARNG 210-1, Para 3d	<u>Last Inspection</u>	_____	_____	_____	_____	_____	_____
26. Does the unit have an active energy and water conservation program? REF: CAL ARNG 210-1 App F	<u>Last Inspection</u>	_____	_____	_____	_____	_____	_____
27. Are thermostats maintained at appropriate settings? REF: CAL ARNG 210-1 App F	<u>Last Inspection</u>	_____	_____	_____	_____	_____	_____
28. Are unneeded lights turned off? REF: CAL ARNG 210-1 App F	<u>Last Inspection</u>	_____	_____	_____	_____	_____	_____
29. Are water leaks promptly reported/repaired? REF: CAL ARNG 210-1 App F	<u>Last Inspection</u>	_____	_____	_____	_____	_____	_____
30. Are licenses being prepared IAW CAL ARNGR 210-2? REF: CAL ARNGR 210-2	<u>Last Inspection</u>	_____	_____	_____	_____	_____	_____

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APPENDIX C (continued)

FUNCTIONAL AREA: FACILITIES
CHECKLIST:

LOCATION: _____ DATE: _____

AREA INSPECTED	FINDING	GO COMMEND ABLE	GO WITHOUT DEFI- ENCY	GO WITH DEFI- CIENCY	NO GO COMMAND ACTION	NO GO HIGHER COMMAND ACTION	NOT APP NOT INSP (NA/NI)
31. Are CAL NG Forms 210-29 controlled and safeguarded? REF: CAL ARNGR 210-2	<u>Last Inspection</u>	_____	_____	_____	_____	_____	_____
32. Are vending machines licensed IAW CAL ARNGR 210-2? REF: CAL ARNGR 210-2	<u>Last Inspection</u>	_____	_____	_____	_____	_____	_____
33. Does the unit have an SOP dealing with armory rental activities? REF: CAL ARNGR 210-2	<u>Last Inspection</u>	_____	_____	_____	_____	_____	_____
34. Are Armory Discretionary Improvement Funds being utilized properly? REF: CAL ARNGR 210-11	<u>Last Inspection</u>	_____	_____	_____	_____	_____	_____
35. Does the armory have a prioritized listing of proposed ADIF expenditures? REF: CAL ARNGR 210-11	<u>Last Inspection</u>	_____	_____	_____	_____	_____	_____
36. Does unit have an effective program inspection of subordinate units facilities? REF: None	<u>Last Inspection</u>	_____	_____	_____	_____	_____	_____
37. Are maintenance problems reported on work orders and is a record of outstanding work orders on file? REF: CAL ARNG 210-1, Para 3d	<u>Last Inspection</u>	_____	_____	_____	_____	_____	_____

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APPENDIX C (continued)

Reference

Comments:

[illegible]

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APPENDIX C

INSPECTION CHECKLIST

Area Coordinators will issue the following inspection report after an armory inspection.

CAFE-ACx

date of letter

MEMORANDUM FOR ARMORY COMMANDER

SUBJECT: Report of Armory Inspection _____ Armory

1. Your armory was inspected, _____, with an informal rating and comments or tasks to be accomplished as indicated below. Armory and Senior Commanders are invited to add comments to the inspection form as they deem appropriate. Informal Rating:

___ Outstanding ___ Very Good ___ Good ___ Fair ___ Poor

2. Armory Commander

3. Maintenance Team

4. Facilities:

a. Emphasis item(s):

5. BMAR Status:

Priority

Project

Status

Area Coordinator

CF:

CAFE-AM

Next Higher Headquarters

APPENDIX D

UNIT MAINTENANCE RESPONSIBILITIES

D-1. Interior.

- a. Sweeping and mopping floors
- b. Emptying waste containers
- c. Dusting
- d. Cleaning and sanitizing of bathroom sinks, toilets and urinals
- e. Cleaning shelves and mirrors
- f. Cleaning kitchen sink, stove and refrigerator
- g. Cleaning kitchen counters and cabinets
- h. Replacing odor blocks in toilets and urinals
- i. Refilling restroom dispensers
- j. Touch up painting
- k. Replacement of fluorescent tubes and light bulbs.
- l. Clean air conditioner and heater filters.

D-2. Exterior.

- a. Mow and edge lawn areas
- b. Trim hedges and shrubs
- c. Weeding and police of planted areas
- d. Sweeping sidewalks and entry ways
- e. Cleaning weeds from unimproved areas
- f. Watering lawns, plants and shrubs
- g. Overall police of grounds
- h. Touch up painting

APPENDIX D (continued)

- i. Inspection of security fencing
- j. Remove obstacles and safety hazards
- k. Remove debris from roof gutters

APPENDIX E

SAMPLE ARMORY CLEANING AND MAINTENANCE PLAN

E-1. **PURPOSE.** This plan defines responsibilities, standards and procedures for cleaning and maintaining the armory on a day-to-day basis, by personnel assigned to this facility. It does not pertain to clean-up activities during IDT or AT activities by M-day personnel.

E-2. **SCOPE.** The provisions of this plan apply to all full-time unit support employees assigned to this facility.

E-3. **RESPONSIBILITIES.** The full time support personnel (both technician and AGR) assigned to or tenants of this armory are responsible for maintaining the appearance and cleanliness of the armory.

a. It is incumbent upon all full-time personnel who work at the armory to keep the facility clean and well maintained at all times. This applies to individual work areas as well as to common use areas such as latrines, hallways, kitchen, drill floor and the landscaped areas of the property.

b. Additionally, all full-time personnel who work at the armory must insure that visitors, guests and M-day personnel become aware of their responsibility to help keep the facility clean and well maintained, including police of grounds and weed abatement. Tenant activities, such as the full-time recruiters and retainers, must also participate to the maximum extent possible in cleaning and maintaining their own work areas and the common use areas that they use.

c. _____ is assigned as Program Manager with overall responsibility for the appearance, cleanliness and maintenance of the armory. Annex A describes cleaning requirements.

d. _____ is responsible for maintaining an adequate on-hand supply of required consumable supplies, cleaning materials and maintenance equipment, and will coordinate with the Program Manager to determine what supplies, materials and equipment are required. CA ARNGR 210-1 describes the ordering process and schedule.

APPENDIX E (continued)
Armory Cleaning and Maintenance Plan

DAILY

Empty trash containers in offices and common use areas - take to dumpster.

Clean latrines:

Sinks

Wet mop floor (with disinfectant)

Brush urinals and toilets

Empty trash containers

Spot mop halls as needed for spills (damp mop)

EVERY OTHER DAY

Restock toilet paper and paper towels in latrines

Dust mop office areas (use 17" dust mop)

Dust mop hallways (use 21" dust mop)

WEEKLY

Clean mirrors and tile behind sinks in Latrines

Sweep stairways w/broom followed by damp mopping

Yard work (mowing, edging, etc) May through October

Clean entry glass doors

Buff floor tile in hallways and offices (high speed buffers are not to be used on asbestos floor tiles.

Clean kitchen (sink, refrigerator and stove)

Clean individual office work areas

Dust furniture, tables, cabinets, etc.

BI-MONTHLY

Brush toilets and urinals using toilet bowl cleaner

Scour latrine coping where tile and floor meet

Yard work (mowing, edging, etc) November through April

MONTHLY (AT CONCLUSION OF IDT PERIOD)

Clean, polish and buff drill floor.

Insure motor vehicle compound is policed (no trash on ground or in vehicles).

Clean air conditioner and heater filters.

SEMI-ANNUAL

Clean windows and clean roof gutters.

APPENDIX F

CONSERVATION OF RESOURCES

F-1. ENERGY CONSERVATION.

a. Each armory is to develop and follow an active energy and water conservation program (see CA ARNGR 11-27).

b. Water heaters are to be maintained at 105 degrees EXCEPT when drill or licensed activity will include food preparation, then water heaters will be set at 140 degrees for that period only and returned to the 105 degree setting immediately upon conclusion of the activity.

c. Drill floor heaters, classrooms and other than full-time office heaters will remain off during the month and will only be lit and turned on for drills (when the unit will be remaining in the armory) and for licensed events. Heat will be turned on no earlier than the morning of the activity (to permit warm up) and will be turned off immediately upon conclusion of the event. (Include in post drill/rental checklist).

d. Office doors and windows are to remain closed when operating heaters and air conditioning. Self closing door hinges are available upon written request.

e. Turn off lights when not in use...this includes latrines, drill floors and kitchens. Ensure "night lights" are turned off each morning (this should be done as part of your daily security inspection process). This also saves light bulbs. When drill floor lighting is needed, rarely will you really need more than half...so don't turn them all on!

f. Reduce/eliminate personal appliances such as coffee pots, radios, etc. Coffee pots and electric floor heaters are tremendously high electricity users and "expend" a disproportionate amount of energy. Consolidate coffee pot operations.

g. Keep roll-up doors closed; use only when absolutely necessary and close immediately.

F-2. TELEPHONE USAGE.

a. Ask yourself "Is this call really necessary or can it be accomplished with a letter or note?"

APPENDIX F (continued)

b. Know what you are going to say, say it, and get off the phone...then everyone can get on with their work.

c. Unless it is an emergency, armory repairs or needed parts/supplies/services are to be requested in writing...Don't call it in, mail it!

d. If you have an emergency, obtain a local price quote before you call it in and be sure you have all the required vendor information in hand when you call.

F-3. PREVENTIVE MAINTENANCE.

a. Clean the coils and condenser on your refrigerator monthly (improves efficiency and protects from compressor burn-out).

b. Check fluid levels (oil and gas) before and after each use of gas-powered equipment.

c. Clean equipment after each use.

d. During air conditioner use...DO NOT permit setting of thermostats to the highest setting...this can cause the compressor to freeze and burn-out the unit (except in very arid climates with low humidity). Burned-out units will not be replaced.

e. Cleaning filters on heaters and air conditioners (monthly) will increase energy efficiency and causes the unit to work less hard.

F-4. REFUSE/GARBAGE SERVICE.

a. Don't place large bulky items in refuse containers as this tends to waste space, can create problems for the refuse truck driver (equipment malfunction) and result in additional fees.

b. Cardboard boxes should be flattened prior to disposal in dumpsters. If you have large quantities of cardboard it should be stacked "neatly" on pallets for recycling.

c. Wood pallets are not to be placed in refuse containers; send them back with the delivery vehicle or stack them "neatly" and recycle or take them to Camp Roberts on your next trip or break them up and use for firewood.

APPENDIX F (continued)

d. If you have done the above and still have a need for extra refuse service on occasion...call your Area Coordinator for assistance. Ask for what you need...Need what you ask for!

e. Additional trash pickups may be authorized only by your Area Coordinator.

f. Can your current level of service be reduced? If so, request a smaller container or less frequent service, contact your Area Coordinator for assistance.

F-5. ROOF PRESERVATION.

a. No one is allowed to walk on the roof without the consent of the Area Coordinator.

b. No mounting of antenna masts, or other apparatus; no guy lines for any purpose may be placed upon the roof.

c. No roof penetrations will be made.

d. No external conduit runs or skylights are to be installed.

e. Clean debris from rain gutters IAW Appendix E.

4 March 1994

CA ARNGR 210-1

APPENDIX G

WORK REQUEST

(OFFICE SYMBOL)

(DATE)

MEMORANDUM FOR AREA COORDINATOR

SUBJECT: Work Request

Request the following work be accomplished at the earliest practicable date:

JUSTIFICATION:

(Armory Commander's Signature)

(Area Coordinator Signature)

(Unit)

(Area Coordinator's Priority/
Category)

(Armory Location)

NOTE: This request to be prepared in Work as requested completed duplicate and forwarded to the Area Coordinator for scheduling of work on: _____. Upon completion, a signed copy will be provided the unit.

By: _____
(Signature)

4 March 1994

CA ARNGR 210-1

APPENDIX H

INFORMATION REQUIRED FOR EMERGENCY REPAIRS/PROCUREMENT

H-1. Location: _____

Address: _____

City/Zip: _____

Telephone: _____

Armory POC: _____

H-2. Description of required service/procurement:

H-3. Justification:

H-4. Recommended vendor: _____

Address: _____

City/Zip: _____

Telephone: _____

Vendor POC: _____

H-5. Cost: _____ Labor: _____

Materials: _____

Tax: _____ Total: _____

H-6. PIN #: _____
(to be provided by A/C)

Drug Certification on file/attached	YES	____	NO	____
Vendor Data on file/attached	YES	____	NO	____

APPENDIX I

WORK RELEASE PROGRAM

I-1. Potential work program agencies are County Departments such as Sheriff, Corrections and Department of Welfare. These agencies have programs which have personnel who are repaying fines and debts through labor. City and residential work programs are also available with similar services.

I-2. Armories seeking agreements with community agencies will forward a draft agreement through the Area Coordinator to CAFE-AM for review and approval.

I-3. The agreement between the unit and the providing agency will be prepared on the basis that the unit will incur no expenses whatsoever, and the responsibility for injury to personnel (i.e., workman's compensation) and damage to personal property will be entirely upon the providing agency.

I-4. The following are guidelines for establishing Armory Work Program Agreements:

a. The unit will not incur any insurance or personnel expenses for the providing agencies.

b. The duties will be listed in the agreement. The Armory Commander's representative will provide safety instructions, explain the work standards and then direct the tasks to be done through the providing agency's representative.

c. The unit will not provide security guards, supervision, nor be responsible for the actions of the work crew members. Unit personnel working with the crews will not restrain any individual that might leave the work area or act in a disorderly manner.

d. The agency will provide all transportation for their work crews to and from work sites. Transportation will not be provided by the unit except in the case of an emergency where no other means of transportation may be available.

e. The armory receiving the services will provide all work required equipment and materials. The armory may encourage the agency to bring any tools or equipment necessary to complete the job in a more timely manner.

APPENDIX I (continued)

f. The work to be performed by the crews will consist of landscaping and janitorial services such as:

- (1) Mow and edge lawns
- (2) Trim bushes, hedges, trees
- (3) Sweep, dust, mop, wax, buff all tile floors
- (4) Clean sinks, toilets, windows
- (5) Paint, touch up interior and exterior
- (6) Change or replace light bulbs, tissue, and soap dispensers
- (7) Empty wastebaskets, garbage cans
- (8) Pickup trash on grounds/parking lot

g. The frequency of the visits will be at the providing agency's discretion. The size and number of the work crews will be decided by the agency. Armories should remain flexible in this relationship.

h. The military will not be responsible for feeding, housing, or administering medical aid to any work crew member or agency employee.

i. The Armory latrines and drinking fountains will be made available to work crews.

j. This agreement may be terminated by either party at anytime.

k. Supply rooms, vaults and other security risk areas will be off-limits to work release inmates.

I-5. Provisions from these guidelines will be included in a contractual agreement, signed, and then witnessed by both the providing and receiving agency. The program will not begin until all agreements are fully executed and signed by all parties.

4 March 1994

CA ARNGR 210-1

APPENDIX J

JANITORIAL/MAINTENANCE RESUPPLY SYSTEM

J-1. The State Military Depot Warehouse will ship selected armory supplies using a "push" system or automated resupply process to the armories throughout the State. Fourteen basic armory supply items will be delivered on a recurring basis. These operational necessities will be provided to armories without the requirement to complete a requisition form. A listing of the "push" items and quantity of shipment for each armory category is contained at J-2.

J-2. "Push" Identification Codes and Categories sheet is enclosed in J-3 through J-6. It provides a listing of all "push" supported armories throughout California. The frequency and quantity of supplies "pushed" to each armory was determined by the armories size, troop density, usage factors, and ordering history. Four categories have been established to support the "push" system. Armories will be resupplied quarterly (Category 1); tri-annually (Category 2 and 3); or semi-annually (Category 4).

J-4. The "Push" Schedule is provided under J-7.

J-5. Augmentations to the push quantity or non-push items can be ordered using the Armory Janitorial and Maintenance Supply Request Form, CA ARNGR 735-3 dated 17 November 1993, see J-8. The form must be completed in triplicate, Copy 1 and 2 will be sent through your Area Coordinator to the State Warehouse, 2814 B Street, Sacramento, California 95816. The form must arrive NLT the first of the month in which the armory's "push" is to be shipped; Copy 3 will be retained by the requester as a suspense copy.

J-6. The Armory Commander or designated representative may order janitorial and maintenance supplies from the State Warehouse.

J-7. Area Coordinators will monitor and confiscate excess stock.

J-8. Requested changes to the push system should be directed through your Area Coordinator to CAFE-AM.

4 March 1994

CA ARNGR 210-1

APPENDIX J (continued)

PUSH ITEMS AND QUANTITIES

ITEM	UNIT OF ISSUE	PUSH CATEGORY AND QUANTITY				
		1	2	3	4	5
BAG, plastic, 32 gallon	EA	80	80	50	50	300
BLEACH, liquid	GL	2	2	1	1	15
BOWL CLEANER, liquid	GL	3	3	2	2	12
CLEANSER, scouring powder	CN	3	3	2	2	15
COVER, toilet seat, dispenser pack 200s	PK	3	3	2	2	20
DEODORANT, cake, urinal, 12/4oz per box	BX	2	2	1	1	8
DUST MOP, treatment, liquid	GL	2	2	1	1	6
FLAG, U.S., 3' x 5', outdoor	EA	1	1	1	1	1
FLAG, CA, bear, 3' x 4 1/2' outdoor	EA	1	1	1	1	1
PAPER, toilet, roll, 96 rolls/case	CS	2	3	1	1	12
PAPER TOWELS, 16 packages per case	CS	3	3	2	2	20
SOAP, powder, hand, 5 pounds per box	BX	2	2	1	1	10
SOAP, liquid, general purpose cleaning	GL	2	2	1	1	4
SOAP, liquid, hand, (use with item 27)	GL	2	2	1	1	10

4 March 1994

APPENDIX J (continued)

"PUSH" IDENTIFICATION CODES AND CATEGORIES

ARMORY =====	LOCATION =====	ARMORY CODE =====	PUSH CATEGORY =====
Area 1 -----			
Auburn	20th District Fairgrounds	025	3B
Benicia	711 Hillcrest Ave.	060	3P
Chico	2345 Fair St.	080	3B
Eureka	3517 W St.	140	3B
Fairfield	510 Parker Rd.	143	2P
Healdsburg	900 Powell Ave.	190	4P
Lakeport	401 Martin St.	221	4B
Mount Shasta	Everett Memorial Hwy	325	3P
Napa	1360 Menlo Ave.	330	3P
Nevada City	13060 Nevada City Hwy	337	4B
Oroville	1125 Pomona Ave.	365	4L
Petaluma	580 Vallejo St.	380	3B
Placerville	212 Armory Drive	390	4P
Quincy	Hwy 70	410	4L
Red Bluff	2000 Park Ave.	415	4P
Redding	3025 South St.	420	3P
Roseville	Placer County Fairgrounds	455	2B
Sacramento	Mather AFB (126th)	E03	0
Sacramento	1013 58th St.	470	1P
Sacramento	440 Arden Way	460	3L
Sacramento	2828 Meadowview Rd.	465	1P
Sacramento	Mather AFB	475	1L
San Rafael	155 Masdson Ave.	550	3P
Santa Rosa	1500 Armory Dr.	585	1B
Susanville	205 Russel Ave.	615	4P
Vallejo	200 Bennett St.	640	3L
Willows	950 W. Laurel St.	670	4B
Woodland	120 Beamer St.	675	3B
Yreka	1710 Fairlane Rd.	680	4L
Yuba City	310 B St.	685	3L

APPENDIX J (continued)

"PUSH" IDENTIFICATION CODES AND CATEGORIES

ARMORY =====	LOCATION =====	ARMORY CODE =====	PUSH CATEGORY =====
Area 2			
Alameda	2295 Mariner Square Loop	005	3P
Columbia	10800 Airport Road	090	0
Concord	2925 Willow Pass Road	100	4L
Gilroy	8490 Wren Ave.	175	4L
Hollister	2302 San Felipe Rd.	200	3B
Lathrop	Sharpe Army Depot	222	0
Lodi	333 N. Washington St.	225	3L
Merced	1240 W. 8th st.	290	3B
Modesto	630 Rouse Ave.	295	2B
Monterey	Monterey Penn College	320	3L
Oakdale	800 S. Yosemite Rd.	340	3L
Pittsburg	99 Power Ave.	385	4B
Pleasanton	Camp Parks, Bldg #880	395	4L
Redwood City	939 Valota Rd	430	4B
Richmond	624 Carlson Blvd	445	3P
Salinas	Howard & Lincoln Sts.	480	1P
Salinas OMS	368 Airport Blvd	E04	0
San Bruno	455 3rd Ave.	495	3P
San Francisco	Ft Funston, End of Zoo Rd	510	1L
San Jose	240 N. 2nd St.	525	3P
San Jose	251 W. Hedding St.	520	1P
San Lorenzo	16501 Ashland Ave.	530	3B
San Mateo	400 N. Humboldt St.	540	3L
Santa Cruz	301 Armory Rd De Laviega	570	4B
Stockton (Stimson)		606	0
Stockton	8010 S. Airport Way	605	1B
Stockton	8020 S. Airport Way	608	0
Sunnyvale	620 E. Maude Ave.	610	3P
Turlock	1040 Flower St.	635	3L
Walnut Creek	1800 Carmel Rd.	665	4L
Watsonville	30 Aviation Way	667	3P

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APPENDIX J (continued)

"PUSH" IDENTIFICATION CODES AND CATEGORIES

ARMORY =====	LOCATION =====	ARMORY CODE =====	PUSH CATEGORY =====
Area 3			
Atascadero	6105 Olmeda Ave.	020	3L
Azusa	340 N. Orange Ave.	030	3B
Bakersfield	1512 S. P St.	035	3L
Burbank	3800 Valhalla Dr.	070	2B
Delano	705 S. Lexington St	115	3L
Fresno	911 S. Chance Ave.	150	2P
Fresno	5140 East Dakota Ave.	160	1B
Fresno	5575 E. Shields Ave.	155	3P
Glendale	200 E. Colorado St.	180	2B
Hanford	902 N. 11th St.	185	4L
Los Angeles	111 Bridewell St.	260	4B
Madera	701 E. Yosemite Ave	275	4P
Monrovia	843 E. Olive Ave.	305	4L
Oxnard	351 S. K St.	370	4P
Palmdale	38315 E. 30th St.	373	4P
Porterville	29 N. Plano st.	405	4L
Reedley	601 E. 11th st.	435	4L
Santa Barbara	700 E. Cannon Perdido St.	565	2B
Santa Maria	837 Thornburg St.	575	3B
Sylmar	12860 Arroyo Dr.	620	3B
Tulare	649 E. Cross Ave	630	3L
Van Nuys	17330 Victory Blvd.	645	2B
Ventura	1270 Arundell Ave.	650	2L
Visalia	1100 N. Akers Rd.	655	4L

APPENDIX J (continued)

"PUSH" IDENTIFICATION CODES AND CATEGORIES

ARMORY	LOCATION	ARMORY CODE	PUSH CATEGORY
=====	=====	=====	=====
Area 4			

Apple Valley	17988 Highway 18	010	4L
Banning	2041 W. Nicolet St.	040	4L
Barstow	1601 Armory Rd.	045	2P
Bell	5550 Bandini Ave.	055	2L
Brawley	650 N. 2nd St.	065	4B
Calexico	210 Sheridan St.	075	4B
Colton	423 E. B St.	085	4L
Compton	700 N. Alameda St.	095	3B
Compton	2320 Parmelee Ave.	096	2B
Corona	1075 E. 6th St.	105	3B
Culver City	10808 Culver Blvd	110	3P
El Cajon	451 N. Pierce St.	120	3L
El Centro	310 S. 4th St.	125	3L
Escondido	304 E. Park Ave.	135	3L
Fullerton	400 S. Brookhurst Rd.	165	3P
Gardena	2100 W. 154th St.	170	3B
Indio	43-143 N. Jackson St.	205	4B
Inglewood	111 Grosvenor St.	210	2B
Long Beach	854 E. 7th St.	240	2
Long Beach	2200 Redondo Ave.	230	1B
Long Beach	3700 E. Spring St. #40	235	1L
Long Beach	3500 Strearns St.	245	1B
Los Alamitos	Bldg # 7, AFRC	250	5B
Los Angeles	1300 Federal Ave.	265	1B
Lynwood	11398 Bullis Rd.	270	4B
Manhattan Beach	3601 Bell St.	280	1B
Montebello	244 S. Taylor Ave	310	4P
National City	303 Palm Ave.	335	2B
Ontario	950 N. Cucamonga Ave.	355	2B
Orange	365 River Ave.	360	4B
Pomona	600 S. Park Ave	400	4P
Redlands	617 Texas St.	425	4B
Riverside	2501 Fairmount Blvd	450	2B
San Bernardino	266 E 3rd St.	490	2P
San Diego	7401 Mesa Colege Dr.	500	1B
San Pedro	891 W. 13th St.	545	4B
San Pedro	Bldg 410, Ft. MacArthur	547	4L
Santa Ana	612 E. Warner Ave.	560	2B
Torrance	2505 Carbrillo Ave	625	3B
Vista	150 Recreation Drive	660	3L

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APPENDIX J (continued)

"PUSH" SCHEDULE

DELIVERY DATE -----	PUSH CATEGORY -----
January	3
February	1, 5
March	4
April	2
May	1, 5
June	3
July	2
August	1, 5
September	3
October	4
November	1, 5
December	2

NOTES:

Shipments will be made from the State Military Depot Warehouse on the second Tuesday of each month. To Receive additional "push" quantities and non-push items, requests must be received at the warehouse by the 1st of the month in which the shipment is scheduled. These items will be packaged and shipped with the "push".

Shipping janitorial/maintenance supplies is costly. Hence, warehouse personnel are not authorized to make interim shipments of supplies. Armory Commanders must manage their operation adequately so as to supply their needs as required.

4 March 1994

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APPENDIX J (continued)

PERIODIC SUPPLY REQUISITION FORM

DATE: ____ / ____ / ____

ARMORY: _____

ARMORY CODE: _____

DOC NO: _____

ITEM	STOCK LOCATION		QUANTITY	
	U/I NO.	TION	REQ	SHPD
AMMONIA, liquid	GL	01 4A1	___	___
BAG, plastic, 33 gallon	EA	02 4B1	___	___
BLEACH, liquid	GL	03 4B3	___	___
BOWL CLEANER, liquid	QT	04 4B5	___	___
BROOM, com, house/shop	EA	05 4B6	___	___
BROOM, floor, 18" w/o handle (with item 38)	EA	06 4B7	___	___
BROOM, floor, 30", w/o handle (with item 38)	EA	07 4B8	___	___
BRUSH, counter	EA	08 4B10	___	___
BRUSH, paint, 1"	EA	09 4B11	___	___
BRUSH, paint, 2"	EA	10 4B12	___	___
BRUSH, paint, 3"	EA	11 4B13	___	___
BRUSH, paint, 4"	EA	12 4B14	___	___
BRUSH, toilet	EA	13 4B16	___	___
BRUSH, window, w/o handle (use with item 38)	EA	14 4B17	___	___
BUCKET, mop, with wheels and wringer	EA	15 4B19	___	___
CAN, garbage, plastic, with lid, 32 gal	EA	16 4C1	___	___
CLEANER, glass, liquid	GL	17 4C8	___	___
CLEANSER, scouring powder	DN	18 4C9	___	___
COVER, roller, 3/16" nap for gloss paint	EA	19 4C19	___	___
COVER, roller, 3/4" nap, for flat paint	EA	20 4C20	___	___
COVER, roller, 1" nap for stucco paint	EA	21 4C21	___	___
COVER, toilet seat, dispenser pack 200s	PK	22 4C22	___	___
DEODORANT, cake, urinal, 12/4oz per box	BK	23 4D1	___	___
DISINFECTANT, liquid	GL	24 4B3	___	___
DISPENSER, toilet paper, roll	EA	25 4D6	___	___
DISPENSER, paper towel, fold	EA	26 4D7	___	___
DISPENSER, hand soap, liquid	EA	27 4D8	___	___
DISPENSER, cover, toilet seat	EA	28 4D9	___	___
DISPENSER, hand soap, powder	EA	29 4D10	___	___
DUST CLOTH, oiled	EA	30 4D12	___	___
DUST PAN	EA	31 4D13	___	___
DUST MOP, treatment, liquid	GL	32 4D14	___	___
FLAG, U.S., 3' x 5', outdoor	EA	33 4F7	___	___
FLAG, CA, bear, 3' x 4 1/2' outdoor	EA	34 4F8	___	___
FORCE CLIP, plumbers' plunger	EA	35 4F11	___	___
HANDLE, mop	EA	36 4H1	___	___
HANDLE, tapered, (use with item 59)	EA	37 4H2	___	___
HANDLE, threaded, (use with item 6, 7 & 14)	EA	38 4H3	___	___
HOSE, garden, 50', coil	CL	39 4H5	___	___
MOP, cloth, string, for item 36	EA	40 4H4	___	___
MOP, dust, 36", complete with handle	EA	41 4H5	___	___
MOPHEAD, 36", refill for item 41	EA	42 4H9	___	___
NOZZLE, hose	EA	43 4H1	___	___

ITEM	STOCK LOCATION		QUANTITY	
	U/I NO.	TION	REQ	SHPD
PAD, polishing, 17" round, floor machine	EA	44 4P2	___	___
PAD, polishing, 21" round, floor machine	EA	45 4P3	___	___
PAD, stripping, 17", round, floor machine	EA	46 4P4	___	___
PAD, stripping, 21", round, floor machine	EA	47 4P5	___	___
PAPER, toilet, roll, 96 rolls/case	CS	48 4P12	___	___
PAPER, towels, 16 packages per case	CS	49 4P13	___	___
RAGS, 50 pounds per case	CS	50 4R1	___	___
RECEPTACLE, waste (paper towels) w/swing top	EA	51 4R2	___	___
ROLLER, paint, 9" (use with item 38)	EA	52 4R5	___	___
SOAP, powder, hand, 5 pounds per package	PG	53 4S8	___	___
SOAP, liquid, general purpose cleaning	GL	54 4S10	___	___
SOAP, liquid, hand, (use with item 27)	GL	55 4S11	___	___
SPARK PLUG, CJB, for lawn mower	EA	56 4S14	___	___
SPONGE, cellulose, 5 3/4" x 3 1/2" x 1"	EA	57 4S16	___	___
SPRAYER, 24 oz, plastic bottle	EA	58 4S19	___	___
SQUEEGEE, 12", w/o handle, (with item 37)	EA	59 4S20	___	___
STARTER, fluorescent	EA	60 4S21	___	___
STEEL WOOL, medium, 10 pads per pack	PK	61 4S22	___	___
SLEEPING COMPOUND, oil base, 100 pound drum	DR	62 4S29	___	___
SLEEPING COMPOUND, wax base, 40 pound sack	SA	63 4S30	___	___
TRAY, paint	EA	64 4T9	___	___
WASHER, hose 3/4"	EA	65 4W1	___	___
LAMP, 25 watt, med. base (exit light)	EA	66 25W	___	___
LAMP, 40 watt, med. base	EA	67 40W	___	___
LAMP, 60 watt, med. base	EA	68 60W	___	___
LAMP, 75 watt, med. base	EA	69 75W	___	___
LAMP, 100 watt, med. base	EA	70 100W	___	___
LAMP, 150 watt, med. base	EA	71 150W	___	___
LAMP, 150 watt, flood	EA	72 150/FL	___	___
LAMP, 200 watt, med. base	EA	73 200/IF	___	___
LAMP, 300 watt, med. base	EA	74 300W/IF	___	___
LAMP, 300 watt, mogul base	EA	75 300/IF	___	___
LAMP, 500 watt, mogul base	EA	76 500/IF	___	___
LAMP, fluorescent, 6w, bi-pin (exit light)	EA	77 F6T5	___	___
LAMP, fluorescent, 40w, bipin 48", 30/case	CS	78 F40	___	___
LAMP, fluorescent, 40w, single pin 48" 12/c	CS	79 F48	___	___
LAMP, fluorescent, 40w, single pin 72", 12/c	CS	80 F72	___	___
LAMP, fluor., 40w, recessed dbl con., 96", 15	CS	81 F96/HO	___	___
LAMP, fluor., 60w, single pin, 96", 15/ case	CS	82 F96	___	___
LAMP, 75 watt rough surface	EA	83 75 A-RS	___	___
INSECTICIDE, spray, can, 16 oz	EA	84 412	___	___
BAG, plastic, waste can liner, 20" x 21"	EA	85 4B2	___	___

Requested by: _____

Area Coordinator Approval: _____

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APPENDIX K

MOBILIZATION PROCEDURES

K-1. **PURPOSE.** To provide both general and specific guidance regarding the management of facilities upon mobilization.

K-2. **GENERAL.** Facilities actions required upon mobilization are fairly standard and should be planned for at both the unit and headquarters (OTAG) levels.

K-3. **ACTIONS REQUIRED.**

a. Phases I and II - Planning and Alert:

(1) Unit Level.

Report to the Directorate of Facilities Engineering (CAFE-AM) (916) 854-3535 the following actions:

POC for armory closeout/reopening _____.

The armory has been secured effective _____ (date/time).

Armory keys have been given to _____ located at _____ (phone number).

Utilities/Services (electrical, gas, water, phone, trash, etc.) are no longer required effective _____ (date/time).

Condition of facility at closure, i.e., an inspection report (interior, exterior).

Inventory all state equipment in the armory.

Type of security in place, i.e., lock/key, full time security guard, public service (police-sheriff...).

Necessity of continued IDS monitoring; disconnect if appropriate.

Identify stay behind personnel by name, grade and phone number.

APPENDIX K (continued)

(2) OTAG Level.

Directorate, Facilities Engineering to coordinate the following actions:

Notify the Area Coordinator (AC) of unit mobilizations as they occur.

Advise AC of possible facility modifications which may be required such as communications, security, utility turn off... etc.

AC to coordinate the turnoff of the distribution of consumable supplies to the unit (paper products, cleaning materials, etc.)

AC to suspend trash collection.

AC to determine necessity of continued IDS monitoring; disconnect if appropriate.

b. Phase III - Home Station.

(1) Unit Level.

(a) Initiate and complete all actions of Phase I and II; and

(b) advise Area Coordinator of any special requirements or circumstances which effect the facility.

(2) OTAG Level.

(a) Contact unit to insure a POC has been designated to accomplish actions in Phase I and II;

(b) follow up on special facility requirements the unit may have; and

(c) insure the AC is aware of all developments at a given facility.

c. Phase IV and V - Mobilization Station - Port of embarkation.

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APPENDIX K (continued)

- (1) Unit Level.
 - (a) Complete turn over actions after unit departures; and
 - (b) conduct clean up/maintenance as required.
- (2) OTAG Level.
 - (a) assist unit and AC to close out unit as required;
 - (b) confirm that all Phase I and II activities have been completed; and
 - (c) monitor security of facility as deemed prudent.
- d. Phase VI - Demobilization (Return to Armory).
 - (1) Unit Level. Open facility for unit return upon notice from AC.
 - (2) OTAG Level.
 - (a) coordinate with the MOBOC the projected return of units and advise AC accordingly; and
 - (b) reinstatement by AC of critical functions. (Reference Phases I and II).

MOB Checklist

UNIT LEVEL

<u>Activity</u>	<u>Date Completed</u>
Armory POC by name, phone number, location	_____
Inventory of equipment at closure	_____
Armory inspection report	_____
Security status (keys, IDS, vaults, date secured)	_____
Utility/services status	_____
Stay behind contingent	_____

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APPENDIX K (continued)

Maintenance/cleanup (interior/exterior _____
Notify licensees of armory nonavailability _____

OTAG LEVEL

<u>Activity</u>	<u>Date Completed</u>
AC to assist unit with closeout requirements	_____
AC to notify police/fire department of armory status	_____
CAFE-AM to advise AC of mobilized units, dates, times	_____
CAFE-AM to confirm all unit actions are accomplished satisfactorily	_____
CAFE-AM to coordinate suspension of outstanding licenses	_____
CAFE to report armory status to MOBOC	_____
CAFE-AM to coordinate with OES status of armory regarding homeless utilization if appropriate	_____

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APPENDIX L
ARMORY CLOSURE CHECKLIST

LOCATION _____

UNIT _____

UNIT POC _____

Date facility must be vacated _____

Is move commercial /____/ or unit resources /____/

Date electrical/gas to be shut-off _____

Unit POC _____

Date refuse collection to be terminated _____

Unit POC _____

Date telephone(s) to be disconnected _____

Unit POC _____

Dates IDS components to be removed _____

USPFO (CAUS-PC) advised _____

Arrangements made to move state property by _____

(State property includes all
furniture, kitchen appliances and janitorial/maintenance tools and
supplies)

Will any of the following be removed:

	Yes	No
Unit Sign	_____	_____
Vault door	_____	_____
Heaters	_____	_____
Air conditioners	_____	_____
Florescent light fixtures	_____	_____
Emergency lights	_____	_____
Drinking fountain	_____	_____
Other	_____	_____

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APPENDIX L (continued)

To be removed by _____ on _____.

Cleaning (by units) to be completed on _____.

Final inspection to be conducted by _____ on _____.

All keys (tagged) to be given to _____ on _____.

All closure actions completed on _____.

Signed _____
Area Coordinator

*In the event the armory houses more than one unit, a separate checklist will be prepared for each unit.

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APPENDIX M

DRUG-FREE WORKPLACE CERTIFICATION

STD 21

COMPANY/ORGANIZATION NAME:

COMPLETE ADDRESS:

The contractor or grant recipient named above hereby certifies compliance with Government Code Section 8355 in matters relating to providing a drug-free workplace. The above named contractor or grant recipient will:

1. Publish a statement notifying employees that unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance is prohibited and specifying actions to be taken against employees for violations, as required by Government Code Section 8355(a).
2. Establish a Drug-Free Awareness Program as required by Government Code Section 8355(b), to inform employees about all of the following:
 - (a) The dangers of drug abuse in the workplace.
 - (b) The person's or organization's policy of maintaining a drug-free workplace.
 - (c) Any available counseling, rehabilitation and employee assistance programs, and
 - (d) Penalties that may be imposed upon employees for drug abuse violations.
3. Provide as required by Government Code Section 8355(c), that every employee who works on the proposed contract or grant:
 - (a) Will receive a copy of the company's drug-free policy statement, and
 - (b) Will agree to abide by the terms of the company's statement as a condition of employment on the contract or grant.
4. From and after the "date Executed" and until _____ (NOT TO EXCEED 36 MONTHS), and at the election of the contractor or grantee, the state will regard this certificate as valid for all contracts or grant entered into between the contractor or grantee and this state agency without the necessity of requiring the contractor or grantee to provide a new and individual certificate for each such contract or grant. If the contractor or grantee elects, as provided above, by filling in the blank date, then the terms and conditions of this certificate shall have the same force, meaning, effect and enforceability as if a certificate were separately, specifically, and individually provided for each contract or grant between the contractor or grantee and this state agency.

CERTIFICATION	
I, the official named below, hereby swear that I am duly authorized legally to bind the contractor or grant recipient to the above described certification. I am fully aware that this certification, executed on the date and in county below, is made under penalty of perjury under the laws of the State of California.	
PLEASE PRINT OR TYPE INFORMATION AND SIGN	
CORPORATE HEADQUARTERS:	YES: NO:
OFFICIAL'S NAME:	
OFFICIAL'S TITLE:	
OFFICIAL'S, CONTRACTOR OR GRANT RECIPIENT SIGNATURE:	
EXECUTED IN THE COUNTY OF:	
DATE EXECUTED:	PHONE NUMBER: ()
FEDERAL I.D. NUMBER:	

STD FORM 21, DATED 4/93. ALL PREVIOUS EDITIONS ARE OBSOLETE